

# UTAH DEPARTMENT OF PUBLIC SAFETY

## UTAH PEACE OFFICER STANDARDS AND TRAINING

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### POLICIES AND PROCEDURES

#### 3055 REPORTING OF IN-SERVICE TRAINING

##### I. POLICY

As per POST policy 3050 V, each agency is required to report to POST electronically training hours for every officer employed during the reporting year.

*“At the conclusion of each training year (July 1 - June 30), agencies employing peace officers or dispatchers are required to report to POST the number of training hours received by each officer or dispatcher employed by that agency regardless of current employment status. This report is due to POST by July 31st and must be submitted electronically.” - Policy 3050V*

The purpose of this policy is to provide instruction to the agency on how to report the hours to POST.

##### II. USE OF POST ID's

In order to protect the officers personal information, POST will only accept training hour reports that utilize the officers POST ID. This is a change in policy where in the past the social security number has been used. This change in policy is to conform to security requirements in protecting the officer's personal information from being intercepted in an email or internet transmission. If requested, POST will provide to the agency an electronic file or hard copy of each officers POST ID number for reference.

##### III. HOURS REQUIRED TO REPORT

Each agency is to only report courses that the individual department Chief Administrative Officer has approved. POST sponsored courses and conferences including Basic Training have already been entered in the officers profile and should not be double reported by the agency.

##### IV. REPORTING HOURS VIA EMAIL

Each agency to report hours via email, need to provide POST with an Excel file with the following information for each officer: POST ID, First Name, Last Name, Number of Hours Completed. Excel file containing the above information can be emailed to [post@utah.gov](mailto:post@utah.gov) once the hours are entered in the system POST will respond to the email verifying the hours have been received. An example copy of the excel file can be found at [www.post.utah.gov/reporting](http://www.post.utah.gov/reporting)